



# Valley Forge National Historical Park Interpretation and Education

## Position Description Art and Literacy Leader Internship

**Job Title:** Art and Literacy Leader-Intern (non-paid)

**Job Description:** College and graduate level students have the opportunity to gain valuable hands-on experience applied to a career in the *Public History* and *Education* profession. Art and Literacy leaders will work closely with the park's interpretive and educational staff. They will create new programs to promote art and literacy among local communities and park visitors by encouraging engagement with the park's resources through the creative processes of art and writing. The intern will implement and expand "The Big Picture: The Valley Forge Changing Landscape Program" which promotes engagement with the park's lands, history and architecture through writing and art. Toward receiving a well-rounded exposure to a career in public history, education and the visual and creative arts, interns will also have the opportunity to learn basic interpretive and visitor services skills by observing park interpretive staff. The internship will include assigned readings on the history of the Valley Forge encampment and selected readings on the relationship of public spaces, national parks and the creative process. The internship will require professionalism, attention to details, good oral and written communication skills and cooperation with park staff. The intern will work toward the requirements of the pre-arranged internship to fulfill the mission of the National Park Service. Specific intern activities will vary depending on current park needs and projects, but will include the following duties and responsibilities.

**Duties/Responsibilities:**

**Program Development/Coordination and Community Outreach:** Intern will develop, implement, launch and expand "The Big Picture: The Valley Forge Changing Landscape Program". Intern will develop a program, partnering with local schools, art clubs, art centers and community centers to promote art and writing based on the park's lands, culture and historical resources.

**Public programs and outreach:** Interns will gain experience in the area of public outreach and visitor services through work with park staff. Interns will coordinate a public program with artists and writers to create an exhibit to be displayed in the Visitor's Center. Interns will also create and launch online and virtual exhibits. Interns will be provided readings and guidelines on crafting museum exhibits.

**Internship Log:** Intern will maintain work log as required by university or NPS program. Intern will also submit bi-weekly reports to Intern Coordinator and other staff.

**Visitor Services:** Intern may also assist with standard operations at main interpretive sites and help with special events.

**Benefits:**

Potential Dorm Style Housing on Park Property  
Internship course credit as established by student's university, if applicable  
NPS Volunteer/Intern polo shirt with logo  
20% discount at park's Encampment Store

**Qualifications:**

Art and Literacy Intern **must:**

1. Be enrolled in a college or graduate degree program majoring in history or (art) education.
2. Maintain a minimum 2.5 GPA
3. Be at least 18 years of age.
4. Be punctual, reliable, resourceful and detailed-oriented.
5. Be able to communicate accurate information with visitors and other NPS staff, including supervisors.
6. Be able to work alone or with others, paid or unpaid, of diverse backgrounds.
7. Maintain a valid driver's license for transportation.
8. Pass a criminal background check.
9. Be proficient in Microsoft Office Software, particular Word, adept with a PC operating system and capable of effective web based research.

**Time Commitment:**

6 to 12 weeks. 30-40 hours per week, (40 hours required if housing requested). Internship duration, beginning and end dates dependent on student's university schedule.

**How to Apply:**

To apply for the academic internship through the Interpretation and Education division of Valley Forge National Historical Park, please submit the following to the division Internship Coordinator, Sara Karpinski. Please submit the following documents through the mail:

1. Resume
2. Cover letter indicating the experience you hope to gain through the internship and applicable skills and related previous experiences.
3. A recommendation from your major advisor, including a statement of current academic standing and GPA

**Internship Coordinator:**

Sara Karpinski  
Valley Forge National Historical Park  
1400 North Outer Line Drive  
King of Prussia, PA 19406.

For specific information on internship opportunities with the Interpretation and Education Division, contact Sara Karpinski at [Sara\\_A\\_Karpinski@nps.gov](mailto:Sara_A_Karpinski@nps.gov)

**Park Information:**

Located approximately 20 miles northwest of Philadelphia, Valley Forge National Historical Park commemorates the 1777-1778 winter encampment of the Continental Army under the command of General George Washington. The park encompasses about 3,700 acres and receives about 1.2 million visitors annually. The park provides a variety of cultural and natural resource opportunities. For additional information please visit the park's website at [www.nps.gov/vafo](http://www.nps.gov/vafo).